

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV31203</b>
<b>Job Class Code:</b>	<b>020</b>	<b>Salary Schedule:</b>	<b>ASRRCLERK</b>
<b>EEO Category:</b>	<b>06</b>	<b>Grade:</b>	<b>08</b>
<b>Workers Comp Code:</b>	<b>8810</b>		

<b>Job Code Established:</b>	<b>3/22/86</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Clerk Typist Series

**JOB CODE TITLE:** CLERK TYPIST I

**HRIS TITLE:** CLERK TYPIST I

**CHARACTERISTICS OF THE CLASS:** Typically reports to a Secretary, Administrative Secretary or other clerical supervisor. Authority to make limited decisions regarding sequence of assigned work. No unusual work conditions. Performs basic clerical work such as recordkeeping, filing, simple calculations and operation of standard office equipment. May perform basic typing duties of a routine nature, with predetermined guidelines and standards. Types material from relatively clear drafts with specific instructions or may do routine typing of forms.

**EXAMPLES OF DUTIES:** Arranges, sorts and files documents. Verifies and records a variety of data. Keeps numerical data and produces tabulated reports. Copies complex tables which have been previously formatted. Types routine material from rough or revised drafts. Runs errands and carries messages. May do some classifying of documents. May have public contact, taking complaints and answering questions. May operate a computer terminal/printer or other equipment for data storage and retrieval. Performs related work as required.

**WORK RESULTS/PRODUCTS:** Accurate completion of recordkeeping and filing; tabulated reports and assigned typing; accurate verification and recording of data; accurate completion of errands and message delivery; accurate, limited information given to public.

**RESPONSIBILITY FOR:** completing filing, recordkeeping, calculations, typing and other assignments in a timely and efficient manner.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** a variety of office machines and equipment; basic office procedures and practices; filing, data recording and data tabulation; automated data storage and retrieval; English usage, grammar, vocabulary and spelling; arithmetic.

**Skill in:** operating keyboard; operating a variety of office machines and equipment.

**Ability to:** type routine material; copy complex tables; file, sort and arrange documents; verify and record information; keep numerical data and produce tabulated reports; follow detailed verbal and written instructions.